



BUREAU OF INFORMATION
AND
TELECOMMUNICATIONS

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF
EXECUTIVE MANAGEMENT

BUREAU OF
ADMINISTRATION

PBM 01234

RECORDS MANAGEMENT PROGRAM

104 South Garfield
c/o 500 East Capitol Avenue
Pierre, SD 57501-5070
Phone: (605) 773-3589

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE: December 22, 2015

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers, original and copies, and supporting documents; warrants, original and copies, multiple copies of State publications stored in bulk; obsolete blank forms; photocopies of computer printouts; and original copies of records that have been legally reproduced under the provisions of SDCL 1-27-4.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, David Zolnowsky (name), acting in my position as Commissioner of the Bureau of Information and Telecommunications (title), requests that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Bureau of Information and Telecommunications (department) consists of 25 pages and contains record series number(s) BIT-1 (consecutively re-numbered) through BIT-44.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Bureau of Information and Telecommunications (department) record series numbers(s) BIT-9.1, BIT-10, BIT-11, BIT-12, BIT-13, BIT-19, BIT-20, BIT-24, BIT-29, BIT-32, BIT-33, BIT-38, and BIT-47.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.



David Zolnowsky, Commissioner of the Bureau of Information and Telecommunications 11/09/2015
Date

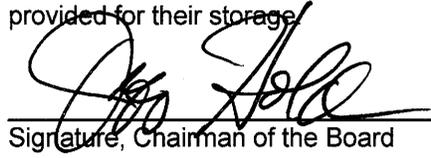
The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.



Dana Hoffer, State Records Manager 11-24-2015
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 16th day of December , 2015, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



Signature, Chairman of the Board 12-16-15
Date

South Dakota Codified Laws:

1-27-1. Public records open to inspection and copying. Except as otherwise expressly provided by statute, all citizens of this state, and all other persons interested in the examination of the public records, as defined in § 1-27-1.1, are hereby fully empowered and authorized to examine such public record, and make memoranda and abstracts there from during the hours the respective offices are open for the ordinary transaction of business and, unless federal copyright law otherwise provides, obtain copies of public records in accordance with this chapter.

Each government entity or elected or appointed government official shall, during normal business hours, make available to the public for inspection and copying in the manner set forth in this chapter all public records held by that entity or official.

1-27-1.1. Public records defined. Unless any other statute, ordinance, or rule expressly provides that particular information or records may not be made public, public records include all records and documents, regardless of physical form, of or belonging to this state, any county, municipality, political subdivision, or tax-supported district in this state, or any agency, branch, department, board, bureau, commission, council, subunit, or committee of any of the foregoing. Data which is a public record in its original form remains a public record when maintained in any other form. For the purposes of §§ 1-27-1 to 1-27-1.15, inclusive, a tax-supported district includes any business improvement district created pursuant to chapter 9-55.

1-27-9. Records management programs--Definition of terms. Terms used in §§ 1-27-9 to 1-27-18, inclusive, mean:

(2) "Record," a document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records as used in §§ 1-27-9 to 1-27-18, inclusive.

1-27-11. Board to supervise destruction of records--State records manager as ex officio member--Permission required for destruction. There is hereby created a board consisting of the commissioner of administration, state auditor, attorney general, auditor-general, and state archivist to supervise and authorize the destruction of records. The state records manager shall also serve as an ex officio member in an advisory capacity only. No record may be destroyed or otherwise disposed of by any agency of the state unless it is determined by majority vote of the board that the record has no further administrative, legal, fiscal, research, or historical value.

1-27-15. Destruction of non-record materials. Any non-record material not included within the definition of records as contained in § 1-27-9 may be destroyed at any time by the agency in possession of such materials without the prior approval of the commissioner of administration.

Definitions:

Superseded: To take the place of; replace.

Obsolete: No longer in use.

TABLE OF CONTENTS

BUREAU OF INFORMATION AND TELECOMMUNICATIONS:

BIT-1.	ADMINISTRATIVE REFERENCE FILES:	1
BIT-2.	ADMINISTRATIVE RULES PROMULGATION FILES:.....	2
BIT-3.	AUDIT REPORTS:	3
BIT-4.	BILLING SUMMARIES & DETAIL INFORMATION (BIT & AGENCY):	4
BIT-5.	BIT REVENUE AND EXPENDITURE REPORTS:.....	4
BIT-6.	CONFERENCE CALL DETAIL:	5
BIT-7.	CONTINUITY OF OPERATION PLANS/DISASTER RECOVERY PLANS:.....	5
BIT-8.	CONTRACTS, TOWER LEASES, AND AGREEMENTS:.....	6
BIT-9.	CLIENT FILES, COMMISSIONER:	7
BIT-10.	CORRESPONDENCE, FEDERAL:	7
BIT-11.	CORRESPONDENCE, GENERAL:.....	8
BIT-12.	DAILY REPORTS, FEDERAL COMMUNICATIONS COMMISSION (FCC):.....	8
BIT-13.	DDN NETWORK CONTRACTS AND AGREEMENTS:	9
BIT-14.	DDN NETWORK INVOICES:.....	9
BIT-15.	DDN NETWORK SATELLITE & TERRESTRIAL SITE INFORMATION:	10
BIT-16.	DISCREPANCY REPORTS:	10
BIT-17.	ELECTRONIC COMMUNICATION RECORDS:	11
BIT-18.	FCC LICENSES & REGULATIONS:.....	11
BIT-19.	FREQUENCY AUTHORIZATION-STATE RADIO:	12
BIT-20.	GRANT FILES:	13
BIT-21.	HEAT SYSTEM WORK ORDERS	14
BIT-22.	LONG DISTANCE BILLING REPORTS:	14
BIT-23.	MEETING FILES, SDPB:	15
BIT-24.	MINUTES, EDUCATIONAL TELEVISION BOARD:.....	15
BIT-25.	NEWS REPORTS:.....	16
BIT-26.	NOTICES OF VIOLATIONS:	16
BIT-27.	OPEN RECORDS REQUESTS:	17
BIT-28.	OPERATION LOGS:	17
BIT-29.	OWNERSHIP REPORTS, FCC:.....	18
BIT-30.	PROGRAM LOGS:	18
BIT-31.	PROJECT MANAGEMENT PROGRAM:.....	18
BIT-32.	PUBLIC INSPECTION FILES:	19
BIT-33.	RECORDS MANAGEMENT FILES:	20
BIT-34.	REFERENCE MANUALS:.....	20
BIT-35.	RESOLUTIONS, EDUCATIONAL TELEVISION BOARD:	21
BIT-36.	SDPB COMMITTEE FILES:	22
BIT-37.	SDPB LICENSE APPLICATION/RENEWALS:.....	22
BIT-38.	SERVICE LOGS:.....	23
BIT-39.	SITE SURVEYS, TELEPHONE:.....	23
BIT-40.	STATE TELEPHONE NETWORK USAGE REPORTS:.....	23

BIT-41. PURCHASING DATABASE:	24
BIT-42. TELEPHONE DIRECTORY, STATE:	24
BIT-43. TOWER DATA FILES:	25
BIT-44. VENDOR INVOICES:	25

**STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)**

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

RECORD SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	R.D.B. AUTHORITY NUMBER
------------------------------	--	--

BIT-1. ADMINISTRATIVE REFERENCE FILES:

15-005

This series contains the electronic on-line files used by the Bureau of Information and Telecommunications in the daily administration of the program or office. Information may include, but is not limited to: budget, equipment, inventory, legislation, organization/association, property management information, monthly reports, policies and procedures, reference manuals, logs, rules and regulations, mailing lists, and any other related information. This record series is maintained for reference purposes.

RETENTION: Retain on M drive for 3 years. Destroy superseded or obsolete files.

(Note: Review files on a yearly basis to avoid build-up of superseded or obsolete materials.)

**STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)**

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

RECORD SERIES NO.	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	R.D.B. AUTHORITY NUMBER
------------------------------	--	--

BIT-2. ADMINISTRATIVE RULES PROMULGATION FILES:

15-005

This series contains electronic notices of public hearings, affidavits of publication of notices, written comments from the public, and transcripts of hearings. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. Information serves to document the proper promulgation of administrative rules pursuant to SDCL 1-26.

RETENTION: Retain in office for as long as rules are in effect, then destroy.

(Note: SDCL 1-26 states in part that “each agency shall keep the original records, documents, and instruments required by this chapter.” There is no time frame included for these records. Since SDCL 1-26-6.8 provides that “No rule is enforceable in the Courts unless properly adopted,” the records must be maintained at least until a curative statute has been adopted by legislature similar to SDCL 1-26A-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARDS.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

BIT-3. AUDIT REPORTS:

15-005

This series contains electronic copies of the Department of Legislative Audit reports and private audit reports concerning the expenditure and administration of funds. The reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. Audit documentation is also available on-line for one year. The auditing agency also maintains a copy of the audit report.

RETENTION: ALL OTHERS: Retain 3 years, then destroy.

SDPB: Retain electronic copies 5 years after the completion of audit, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Legislative Audit maintains reports permanently.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

BIT-4. BILLING SUMMARIES & DETAIL INFORMATION (BIT & AGENCY):

15-005

These computer spreadsheet reports are generated monthly and contain information summarizing all monthly billings to agencies for services they have received from BIT. Information may include: agency name, work order charges, network service charges, toll charges, in-state and out-of-state charges, development charges, RDT charges, data center charges, information management charges, and miscellaneous billing charges. This record series is maintained to document amounts billed to agencies for BIT services and for audit purposes. All BIT billing summaries and detail information for services are tracked in an electronic format.

RETENTION: Retain permanently on the M drive.

(Note: Agencies billing information is available on BIT's website for 1 year.)

BIT-5. BIT REVENUE AND EXPENDITURE REPORTS:

15-005

These computer spreadsheet reports are generated monthly and contain information regarding all income and expenses for areas of BIT. Information may include: total income, total expenditures by division, cost recovery revenue, and expenditure projections. This record series is maintained for internal administrative decision making and as background documentation for audit purposes.

RETENTION: Retain permanently on the M drive.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

BIT-6. CONFERENCE CALL DETAIL:

15-005

This series contains the electronic summary of conference calls and the call detail for each State agency. Information may include: agency name, date, time, billing number, telephone numbers, and amount charged. This record series is maintained for monthly billing and audit purposes.

RETENTION: DETAIL: Retain on-line and in EOS for 3 months, then destroy.

ALL OTHER INFORMATION: Retain 2 years in office, then transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

BIT-7. CONTINUITY OF OPERATION PLANS/DISASTER RECOVERY PLANS:

15-005

This series may contain Continuity of Operation Plans (COOP) and Disaster Recovery Plans.

RETENTION: Retain current.

COMMISSONER: At your discretion, destroy superseded or obsolete by shredding.

**STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)**

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

BIT-8. CONTRACTS, TOWER LEASES, AND AGREEMENTS:

15-005

This series contains paper and electronic copies of all contracts, leases, agreements, and memorandums of understandings between the agency and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is kept for reference and audit purposes. Paper copies of the current contracts, leases, agreements, or memorandums of understandings is retained in the Commissioner of the Bureau of Information and Telecommunications' office

RETENTION: Retain originals current in the Commissioner of the Bureau of Information and Telecommunications' office. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain electronic reference copies until no longer useful to BIT, then destroy.

(Note: SDCL 1-24A-1 requires that a copy of all consultant contracts be filed with the State Auditor within five days after such contract is entered into and finally approved by contracting parties. All consultant contracts should be filed with the Office of State Auditor prior to work being performed.)

(Note: All contracts sent to the Office of the State Auditor are also added to the Open SD website.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

BIT-9. CLIENT FILES, COMMISSIONER:

15-005

This series contains electronic copies of the Commissioner's client files. Information may include: letters, reports, reference information, proposals and plans, memorandums, mission statements, goals and objectives, key strategies, and effective action plans. This record series is maintained for reference purposes.

RETENTION: Retain electronic files current. Destroy 1 year after the term of position has expired.

(Note: Review files yearly to avoid build-up of superseded or obsolete material.)

BIT-10. CORRESPONDENCE, FEDERAL:

15-005

This series contains electronic copies of all letters, memorandums, vouchers, and other correspondence sent to and received from any federal agency. The information is maintained for reference and for possible use when federal litigation, claims, and audits are pending.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

BIT-11. CORRESPONDENCE, GENERAL:

15-005

This series contains both copies of letters and memorandums sent and the originals of letters and memorandums received. This record series is maintained for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

BIT-12. DAILY REPORTS, FEDERAL COMMUNICATIONS COMMISSION (FCC):

15-005

This series is arranged chronologically by date received and contains copies of the FCC daily log of actions taken. Information may include: date, report number, action taken, and call letters. This record series is maintained for use by the program to determine what dates and actions were taken by the FCC concerning stations run by South Dakota Public Broadcasting.

RETENTION: Retain 1 year in office, then destroy.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

BIT-13. DDN NETWORK CONTRACTS AND AGREEMENTS:

15-005

This series is arranged alphabetically and contains the original daily working documents of contracts and agreements between Digital Dakota Network (DDN) and the Foundation Telecommunications Incorporated (FTI) Transponder Lease and Mitchell Technical Institute (MTI) Joint Powers Agreement. Information may include: terms and conditions, effective dates, costs, and funding sources. This record series is maintained for reference and audit purposes.

RETENTION: Retain originals current in office. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain reference copies current in office. Destroy superseded or obsolete.

BIT-14. DDN NETWORK INVOICES:

15-005

This series is arranged chronologically and contains electronic copies of DDN invoices which provide daily access to budget versus billing information. Information may include: copies of invoices, copies of vouchers, and supporting documentation. This record series is maintained for reference and administrative purposes. The originals are electronically maintained by BIT's Finance office.

RETENTION: FINANCE OFFICE: Retain electronically for 4 years, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

ALL OTHERS: Retain electronically for 2 fiscal years, then destroy.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

BIT-15. DDN NETWORK SATELLITE & TERRESTRIAL SITE INFORMATION:

15-005

This electronic series is arranged alphabetically by site and contains DDN satellite & terrestrial site information. Information may include, but is not limited to: site agreement, site application, equipment manuals, inventory, site name, city/town, site coordinator, phone number, fax number, and cable channel. This record series is used to track equipment in 240 studios/sites which are used and maintained daily.

RETENTION: Retain current electronically. Destroy superseded or obsolete.

BIT-16. DISCREPANCY REPORTS:

15-005

This electronic series is arranged chronologically and provides day-to-day listings of any noted problems or discrepancies with equipment or operating procedures. Information may include: date, time of discrepancy, description of discrepancy, and the steps taken to correct the discrepancy. This record series is maintained to document the fact the problem occurred and the steps taken to correct the problem or to try to avoid similar types of problems or discrepancies in the future.

RETENTION: Retain electronically on the M drive for 3 years, then destroy.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

BIT-17. ELECTRONIC COMMUNICATION RECORDS:

15-005

This series may contain e-mail messages, voicemail messages, recorded telephone conversations, instant messages, etc. created or received by employees of the agency.

RETENTION: Determine the record status of the message based on the content. If the message is an official record made or received pursuant to law or in connection with the transaction of official business, the retention period should be covered by an existing record series in the respective agency's retention manual. It is permissible to print record e-mails and file them with like paper records.

NON-RECORD MESSAGES: Retain until action has been taken, then destroy or delete.

BIT-18. FCC LICENSES & REGULATIONS:

15-005

This series is arranged numerically by frequency and contains the actual licenses issued to SD Public Broadcasting or State Radio, and copies of FCC rules. Information may include: license information, type of radio service, call sign, FCC file number, mobile unit category identification, mailing address, technical specifications, effective dates, dates of issue, (FCC transmitter frequency, station class, number of units, emission designator, output power, effective radiated power, ground elevation, antenna height to tip, antenna latitude and longitude, area of operation for mobile units, control point telephone number), and special condition page. This record series is maintained to document the license process, to comply with FCC licensing regulations, and to document the authority received by the FCC to broadcast.

RETENTION: Retain 5 years in office, then destroy.

(Note: Every 5 years FCC licenses are renewed.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

BIT-19. FREQUENCY AUTHORIZATION-STATE RADIO:

15-005

This series is arranged chronologically and contains information regarding local fire, police, and sheriff department and other governmental entity's radio frequency authorizations. Authorized frequencies are effective until canceled by the FCC, state radio, or are unused for one year. Information may include: correspondence, request for frequency authorization, name of user, frequency assigned, and standard letter of authorization. This record series is maintained for reference and frequency information is disseminated to other fire, police, or sheriff departments and other governmental agencies to facilitate communication between them.

RETENTION: Retain current in office. Destroy superseded or obsolete.

**STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)**

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
-------------------------------------	--	---

BIT-20. GRANT FILES:

15-005

This paper and electronic on-line file series is arranged alphabetically by grant name and granting agency and contains information concerning the administration of funded grants. Information may include: grant applications, working papers, grant documentation, and monitoring and accounting records. This record series is maintained for administering current grants, for reference when requesting new grants, and for audit purposes. The paper copy of grants currently in process is maintained by the Finance Officer and the Grant Administrator.

RETENTION: NATIONAL TELECOMMUNICATIONS INFORMATION ASSOCIATION GRANTS: Retain paper copy for 3 years, then destroy provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Retain electronic copies for 10 years, then destroy provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

AMERICAN RECOVERY AND REINVESTMENTS ACT (ARRA) BROADBAND GRANT: Retain 3 years after final expenditure report has been submitted, then destroy provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

CORPORATION FOR PUBLIC BROADCASTING (CPB) GRANTS: Retain 3 years after CPB audit is complete, then destroy provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

ALL OTHER GRANTS: Paper copies of the grant can be scanned or destroyed after the final report has been received and approved by the granting agency and necessary reports have been filed.

Retain scanned electronic files of grants on the State M drive for reference. Destroy when no longer useful to BIT.

**STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)**

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

BIT-21. HEAT SYSTEM WORK ORDERS

15-005

This series contains all BIT work orders that have been submitted via computer email or on-line. Work orders are tracked by the HEAT work order system and may include development project requests, data center project requests, telephone moves and installs, computer moves and installs, and billing changes. Information may include: work request number, date ordered, vendor name, agency identification, and description of changes requested. This record series is electronically maintained to document all requests for service.

RETENTION: Retain permanently in the HEAT system.

BIT-22. LONG DISTANCE BILLING REPORTS:

15-005

This series is generated monthly and distributed via the web to all State agencies and contains information on all calls made in-state, out-of-state, and toll. Information is also disseminated to non-State agencies on a monthly basis. Information may include: billing period, agency, an itemized listing of telephone calls made for that period, cost per call, and total cost per agency. This record series is maintained on Electronic Output System (EOS) billing pdfs for quick reference to answer questions about billing. The audit information is maintained by each respective agency.

RETENTION: Retain on-line and in EOS for 3 months, then destroy.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

<u>RECORD SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B. AUTHORITY NUMBER</u>
------------------------------	---	--

BIT-23. MEETING FILES, SDPB:

15-005

This series is arranged chronologically by date of meeting and contains information concerning the meetings of the Educational Television Board. Information may include: agendas, copies of previous Board meeting minutes, correspondence, expenditure reports, attachments, and other related information concerning the meeting. This record series is maintained for reference and planning purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years.

BIT-24. MINUTES, EDUCATIONAL TELEVISION BOARD:

15-005

This series is arranged chronologically by date of meeting and contains the original approved minutes of the Education Television Board. Information may include: date, members present, topics discussed, actions taken, and authorized signatures. Copies of the meeting minutes are sent to the director and Board members. This record series is maintained for reference and documentation purposes.

RETENTION: PAPER: Retain 5 years, then scan and retain scanned paper for 72 hours or 3 business days after a system-level backup of the records is completed, then destroy provided all images have been verified to be accurate and complete

ELECTRONIC IMAGES: Retain permanently on the M drive.

(Note: Consider converting to microfilm when volume warrants.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

BIT-25. NEWS REPORTS:

15-005

This series is arranged chronologically by date of report and contains news reports broadcast each day. Information may include: transcripts, date broadcast, and name of author. This records series is maintained for news reporting accuracy, for court cases as needed, and for background and research.

RETENTION: NATIONAL RELEASES: Retain 2 years in office, then destroy.

LOCAL RELEASES: Retain 5 years in office, then transfer to State Archives for final disposition.

BIT-26. NOTICES OF VIOLATIONS:

15-005

This electronic series is arranged chronologically and contains notices by the FCC of noncompliance of rules and regulations by South Dakota Public Broadcasting. Information may include: correspondence, notice of deviations, and response to charges. This record series is maintained to notify each of the broadcasters of noncompliance and the broadcasters' responses in correcting the discrepancies.

RETENTION: Retain electronically for 10 years, then destroy.

STATE OF SOUTH DAKOTA
 RECORDS RETENTION &
 DESTRUCTION SCHEDULE
 AUTHORIZATION FORM
 (Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
 DIVISION: BIT
 OFFICE: _____
 PROGRAM: _____
 RECORDS OFFICER: Deb Larson
 RM CUSTOMER #: 0329

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

BIT-27. OPEN RECORDS REQUESTS:

15-005

This series contains open record requests received by agencies. Information may include: open records request, correspondence, denial letters, and supporting documentation. This series is maintained to document the outcome of requests and for reference purposes. Denial letters are maintained pursuant to SDCL 1-27-1.4.

RETENTION: DENIAL LETTERS: Retain permanently.

ALL OTHER INFORMANTION: Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: SDPB complies with the open financial records requirements of the Act, 47 U.S.C. 396(K)(5)).

BIT-28. OPERATION LOGS:

15-005

This network operations computer program contains operation logs and is used to summarize equipment output every three hours. Information may include: date, time, and meter readings. This record series is maintained to comply with FCC mandates concerning documentation of equipment output for radio broadcasts.

RETENTION: Retain electronically for 4 years, then destroy.

**STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)**

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

BIT-29. OWNERSHIP REPORTS, FCC:

15-005

This electronic series is arranged chronologically and contains the yearly reports submitted to the FCC listing individuals on the Education Television Board. Information may include: name of applicant, call sign, names of members, office held, verification of citizenship, and occupation of each member. This record series is submitted to the FCC for reporting and disclosure purposes.

RETENTION: Retain electronically for 4 years, then destroy.

BIT-30. PROGRAM LOGS:

15-005

This series is arranged chronologically and provides a day-to-day and hour-by-hour account of programs broadcast on public broadcasting. Information may include: date, time broadcast, verification of broadcast, name of program, program source, origination studio's name, method of taping, and comments. This record series is maintained to provide an itemized account of programs listed and to verify scheduled programs were broadcast. This series is maintained on a computer program.

RETENTION: Retain in program scheduling software for 3 years, then destroy.

BIT-31. PROJECT MANAGEMENT PROGRAM:

15-005

This computer project management software series contains information concerning projects currently being implemented BIT. Information may include: project name and status, committee meeting minutes, correspondence, plan drafts, and questionnaires. This record series is used to administer and oversee various projects.

RETENTION: Retain project information current. Destroy superseded or obsolete.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

BIT-32. PUBLIC INSPECTION FILES:

15-005

This series is arranged chronologically by year and contains FCC mandated materials available for public review purposes. Information may include: authorizations, applications and related materials, contour maps, ownership reports and related materials, political files, annual employment reports, issues/program lists, donor lists, local public notice announcements, material relating to FCC investigations or complaints, and must-carry requests. This record series is maintained to fulfill requirements concerning the renewal of licenses for radio and television broadcasting and is subject to inspection by Federal authorities from the first day of broadcast.

RETENTION: POLITICAL FILES and DONOR LISTS: Retain 2 years, then destroy.

ALL OTHER INFORMATION: Retain current in office. Destroy superseded or obsolete provided final action has been taken.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

BIT-33. RECORDS MANAGEMENT FILES:

15-005

This series contains records management information. Information may include: electronic copies of the standard records transfer receipt forms, Records Retention and Destruction Schedule (RRDS), copies of microfilm project registration forms, inventory listings, and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

RETENTION: RECORD DESTRUCTION AUTHORIZATION FORMS: Retain 3 years, then destroy.

ALL OTHER INFORMATION: Retain current in office. Destroy superseded or obsolete.

BIT-34. REFERENCE MANUALS:

15-005

This series contains reference manuals used in the daily operation of BIT. Manuals may include information pertaining to: software installation and operation, computer applications, standards, procedures, records, accounting, personnel, administrative procedures, training, procurement, and software instruction manuals. This record series is used for reference when questions or problems are encountered.

RETENTION: Retain current in office. Destroy superseded or obsolete.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

BIT-35. RESOLUTIONS, EDUCATIONAL TELEVISION BOARD:

15-005

This series is arranged chronologically and contains the original resolutions passed by the Education Television Board. Information may include: date of resolution, statement of resolution, narrative, and authorized Board Members' signatures. This record series is maintained to document any resolution passed or supported by the Board.

RETENTION: Retain 5 years in office, then destroy.

STATE OF SOUTH DAKOTA
 RECORDS RETENTION &
 DESTRUCTION SCHEDULE
 AUTHORIZATION FORM
 (Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
 DIVISION: BIT
 OFFICE: _____
 PROGRAM: _____
 RECORDS OFFICER: Deb Larson
 RM CUSTOMER #: 0329

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

BIT-36. SDPB COMMITTEE FILES:

15-005

This series is arranged alphabetically by committee name and contains information relating to all committees to which the program belongs. Committees may include: Transponder Location Committee, Advisory Board, South Dakota Educational Television Board, Friends of Broadcasting Board, and others. This record series is maintained for reference concerning recommendations and actions each committee makes.

RETENTION: Retain 4 years in office, then destroy.

BIT-37. SDPB LICENSE APPLICATION/RENEWALS:

15-005

This series is arranged alphabetically by site name and contains FCC documents, Federal Aviation Administration (FAA) documents, real estate documents, and technical documents. Information may include: applications for construction, for license to cover construction permits, for extension renewal, for aeronautical study, for tower registration; correspondence between the FCC, FAA, or other agencies, and the agency deeds; easements; options to purchase; plats; proofs of performance; coverage maps; transmitter and antenna information; and frequency studies. This records series is maintained to document the steps taken to receive licenses and for reference when completing new renewal applications. The FCC maintains the originals.

RETENTION: Retain current in office. Destroy superseded or obsolete.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

BIT-38. SERVICE LOGS:

15-005

This electronic series provides a listing of routine services which need to be performed on each piece of equipment. Information may include: equipment or system name, station, date, time, purposes, meter readings, comments and technician's signature. This record series is maintained to document the timely maintenance of equipment and to monitor for recurring discrepancies.

RETENTION: Retain electronically for 4 years, then destroy.

BIT-39. SITE SURVEYS, TELEPHONE:

15-005

This electronic series is arranged alphabetically by agency name, and contains information gathered concerning the feasibility of installing State owned telephone facilities. Information may include: agency name, number of telephones, average local calls, average outgoing calls, current telephone capabilities, and current cost. This record series is used to determine the cost efficiencies of new telephone systems.

RETENTION: Retain electronically for 2 years after completion of study, then destroy.

BIT-40. STATE TELEPHONE NETWORK USAGE REPORTS:

15-005

This electronic series is generated monthly and contains the summary of telephone usage within the Telecommunications program. Information may include: telephone line number and an itemized list of calls by date, time, telephone number called, length of call, cost, city called, and total cost by number. This record series is used for telephone billing verifications.

RETENTION: Retain electronically for 3 months in office, then destroy.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

BIT-41. PURCHASING DATABASE:

15-005

This electronic purchasing database series contains information on equipment purchased by BIT. Information may include: equipment name/category, serial number, inventory numbers, date acquired, date assigned, date inventoried, status, name of person assigned to, source cost, funding, transfer information, surplus property information, and warranty information. This record series is maintained for reference when ordering equipment and to document and track equipment.

RETENTION: Retain information current.

BIT-42. TELEPHONE DIRECTORY, STATE:

15-005

This electronic telephone directory is maintained on-line and is updated by the State agency telephone coordinators. Information may include: agency listing, personnel listing, and conference room listing. The directory is updated on a continual basis.

RETENTION: Retain information current.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Executive Management
DIVISION: BIT
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Deb Larson
RM CUSTOMER #: 0329

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
------------------------------------	---	--

BIT-43. TOWER DATA FILES:

15-005

This series an electronic listing of tower locations and provides information concerning the height of towers in each area. Information may include: area, ground elevation, and tower elevation. This record series is maintained to provide the public and makers of aeronautical maps with the height of towers in each location.

RETENTION: Retain current in office. Destroy superseded or obsolete.

BIT-44. VENDOR INVOICES:

15-005

This series is arranged by vendor and contains all related information used to determine cost recovery allocation for all BIT divisions. Information may include, but is not limited to: vendor name, date, invoice number, detailed charges, and amount paid. This record series is used to determine amounts to bill each agency and as supporting documentation of amounts charged.

RETENTION: Retain electronic copies for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.